DEPARTMENT OF DEFENSE
PUBLICATION SYSTEM
CHANGE TRANSMITTAL

· OFFICE OF THE SECRETARY OF DEFENSE
Assistant Secretary of Defense
(Comptroller)

CHANGE 1
DoD Guide 7000. 3-G
October 31, 1980

SELECTED
ACQUISITION
REPORTS

The Deputy Assistant Secretary of Defense (Management Systems), OASD (C) , has authorized the following pen and page changes to DoD 7000. 3-G, "Selected Acquisition Reports ," issued May 20, 1980:

PEN CHANGES

Page vi, Table of Contents - add after "Appendix B" and before "Figures" the following:

"Appendix C - SAR REVIEW CHECKLIST . . . . C- 1"

PAGE CHANGES

Insert: New Appendix C, pages C-1 through 12 immediately following page B-3 at the end of the Guide

EFFECTIVE DATE

This Change 1 to DoD 7000. 3-G is effective immediately.

O. J. WILLIFORD, Director
Correspondence and Directives
Washington Headquarters Services

Attachments
 a/s above

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILEDWITHTHEBASIC DOCUMENT

APPENDIX C
SAR Review Checklist

To aid in the preparation and review of the SAR, the following SAR review checklist has been developed. The checklist structure parallels the SAR **formats in that each** page of the checklist contains review **items** for each of the SAR formats. The checklist items are consistent with .therequirements provided both in DoD **Instruction** 7000.3 and this guide. For each checklist item, the major functional review **responsibilities** are provided, i.e., **Comptroller,** Test & Evaluation, program Analysis and Evaluation and Research and Engineering. The review responsibilities represent only those of the staff offices within the Office of the Secretary of Defense. Since the review responsibilities for each Military Department vary, each Military Department should develop the review responsibilities analogous to this one but unique to their own organizational structures.

FORMAT A | REFERENCE PAGE

CHECKLIST ITEM	REVIEW RESPONSIBILITY				REMARKS
	M	E	&E	E	
1. Program Designation, Nomenclature, Popular Name and Mission, and Description are current and consistent with RDT&E **Descriptive Summaries** and **Congressional Data Sheets.**	✓				
2. Related programs are **identified** and clearly related to the SAR program.	✓				
3. Program Managers date of assignment is shown along with his/her name.	✓				
4. References are clearly and accurately presented. If a new document is referenced or an old one has been"updated, a copy of **the** document **is being** submitted with SAR.	✓				
5. Contractor Name, Division, and Plant Location, DoD Component and responsible office are clearly identified.	✓				
6. All changes since last report are specific, trackable and understandable.	✓				
7. Format is in accordance with DoD Instruction 7000.3 and other guidance format changes (if any) and other special instructions issued/received since last report have been incorporated.	✓				

|FORMAT B| SUMMARY PAGE

CHECKLIST ITEM	REVIEW RESPONSIBILITY				EMARKS
	COMP	DE	I&E	I&E	
1. **Program highlights adequately summarize significant** developments since program inception and detail the major events and changes since the previous **report.**	✓	✓	✓	✓	
a. Address significant developments as discussed in RDT&E Summaries and Congressional Data Sheets to include:	✓	✓	✓	✓	
(1) Changes requiring reprogramming approval.	✓			✓	
(2) Changes **resulting from** Defense Systems Acquisition Review Council's (DSARC), Secretary of Defense Decision Memoranda (SDDM), or other Secretary of Defense approvals.	✓		✓	✓	
(3) T&E results that dictate additional testing which delays planned procurement.		✓	✓	✓	
(4) Failure to complete planned testing prior to DSARC decision.		✓	✓	✓	
(5) Significant DT&E, IOT&E, and OT&E results.		✓	✓	✓	
(6) **Contract Activity,** including awards, major changes, and significant claims.	✓			✓	
b. An assessment of the extent to which the system is expected to satisfy <u>current</u> mission requirements is provided and those areas where the system will fall short are identified.		✓	✓	✓	
2. Date of latest SDDM, or number and date of the approved Decision Coordinating Paper (DCP) (if applicable) is identified.				✓	
a. Submission date to OSD and current status of any formally submitted draft DCP or DCP change are identified.				✓	
b. Program thresholds which have been breached or estimated to be breached are shown.		✓	✓	✓	
c. The means by which OSD was notified of an actual or potential threshold breach is indicated.				✓	

FORMAT B | SUMMARY PAGE

CHECKLIST ITEM	REVIEW RESPONSIBILITY				REMARKS
	COMP	&E	A&E	&E	
3. Format is in accordance with DoD Instruction 7000.3 and other guidance. Format changes (if any) and other special instructions issued/ received since last report have been incorporated.	✓				

CHECKLIST ITEM .	REVIEW RESPONSIBILITY				REMARKS
	COM	DE	A&E	DE	
1. Those characteristics for which SDDM or approved DCP thresholds exist, the principal performance requirements of the contract, and meaningful characteristics pertaining to key subsystems are identified.		✓	✓	✓	
a. DE or **Baseline values as well as approved program values reflect goals rather than thresh-olds.**			✓	✓	
b. Demonstrated performance values are reported on a timely basis and **reflect the data obtained from the approved program** T&E plan.		✓	✓		
2. The' addition/deletion of data elements are handled in accordance with the procedure stated in section 2-5, paragraph b. of this Guide.	✓				
3. If variance analysis is included here, significant variances between DE and CE are explained. All changes to this section are clearly identified.		✓	✓	✓	
4. All changes made since last report are specific, trackable, and understandable. The effect of each change is reflected on other parts of SAR and consistency exists throughout report.	✓	✓	✓	✓	
5. Figures and statements which are used more than once in the report are consistent.	✓	✓	✓	✓	

FORMAT D | SCHEDULE SECTION

CHECKLIST ITEM	REVIEW RESPONSIBILITY				REMARKS
	COMP	DE	CE	PE	
1. Characteristics for which SDDM or approved DCP thresholds exist as well as those included in the RDT&E Descriptive Summaries are identified.	/		/	✓	
a. All baseline and approved program **values are in terms of goals rather** than thresholds.			/	✓	
b. **Milestones** encompass entire period from program initiation (i.e. , Ist year of funding encompassed by the program **acquisition** cost displayed in Format E) through award of first full-scale production contract and Initial Operating Capability (IOC).	/		/	✓	
2. Definition of IOC is clearly stated.			/	✓	
3. The Units Accepted To Date section includes the advanced development and engineering development quantities to the extent these are included in the Program Acquisition Cost estimate.			/	✓	
a. The planned values reflect the units scheduled to be accepted under the current plan.			/	✓	
b. The actual values reflect the units accepted to date.			/	✓	
4. The addition/deletion of data elements are handled in accordance with the procedure stated in section 2-5, paragraph b. of this Guide.	/				
5. If variance analysis is included here, significant variances between DE and CE are explained. All changes to this section are clearly identified. Explanations are clear, precise, and informative.			/	✓	
6. All changes made since last report are specific, trackable, and understandable.	/		/	✓	
7. The effect of each change is reflected on other parts of SAR and consistency exists throughout report.	/		/	✓	

FORMAT E | PROGRAM ACQUISITION COST |

CHECKLIST ITEM .	REVIEW RESPONSIBILITY				REMARKS
	COMP	)E	b/E	)E	
1. Development costs are accumulated from the point the system was designated, **either as a program** element or major project within a program element.	✓		✓	✓	
2. Column 3, the Current Estimate, is the total Acquisition Cost of the latest DoD-approved program.	✓		✓		
a. For December 31 SAR, CE **agrees with the** President's budget and supporting documentation to include:	✓		✓	✓	
(1) FYDP	✓		✓		
(2) RDT&E Descriptive Summaries	✓			✓	
(3) Congressional Data Sheets	✓			✓	
(4) Senate Appropriations Committee Program Data Book	✓			✓	
b. March 31, June 30, and September 30 submissions reflect latest and best estimate of cost of latest DoD-approved program.	✓		✓		
3. Following items are reviewed to ensure consistency with program approval documentation:					
a. Program quantities reflect total inventory objective or DoD-approved units.	✓		✓		
b. Unit costs are properly calculated.	✓		✓		
c. Design-to-cost goals are accurately reflected and based on latest official program documentation. All entries are expressed in average unit flyaway.	✓		✓	✓	
d. Substantiate Foreign Military Sales (FMS) cases against approved DD Form 1513 (Offer and Acceptance). Applicable schedule and cost impact of FMS on DoD programs are reflected in Format G Cost Variance Analysis.	✓		✓	✓	
e. Total program cost in column 3 is identical to funding total in column 8. This total is also identical to total in Format G.	✓		✓		

|FORMAT E| PROGRAM ACQUISITION COST

CHECKLIST ITEM	REVIEW RESPONSIBILITY				REMARKS
	M	&E	I&E	&E	
f. Total quantities in column 3 are identical to total quantities in column 8.	✓		✓		
g. Budget year amount by appropriation, column 5, is supported by the Congressional budget submission.	✓		✓		
h. Funding data in columns 5, 6, and 7 reconciles and tracks to Format H, Budget and Outyear Funding Program.	✓		✓		
4. All changes made since last report are specific, trackable, and understandable. The effect of each change is reflected on other parts of SAR and consistency exists throughout report.	✓		✓		

FORMAT F CONTRACTOR COST					
CHECKLIST ITEM	REVIEW RIE!		NSIB	TY	**REMARKS**
	DMP	IE	&E	IE	
1. **Six largest contracts** valued in excess of $5 million are reported.	✓			'	
2. Each contract is identified by:	✓			'	
a. Contract number	✓			'	
b. Contract type	✓				
c. Contract date	✓				
d. **Whether letter or** definitized	✓				
3. The Government's Estimate, column 3, shows **parenthetically the total dollar value of the** planned changes as yet unauthorized to the contractor.	✓				

FORMAT G | VARIANCE ANALYSIS

CHECKLIST ITEM	REVIEW RESPONSIBILITY				REMARKS
	COMP	DE	SE	PE	
1. Variances:					
a. Summarize explanation of changes between DE and CE.	✓		✓	✓	
b. Detail explanation of identified changes since previous **report.**	✓		✓	✓	
c. Are **explicitly stated, understandable, and informative.**	✓		✓	✓	
d. Identify any estimate that will breach a SDDM, DCP, **or other** OSD **threshold.**	✓	✓	✓	✓	
e. **Describe the nature** of problems.	✓	✓	✓	✓	
f. Provide immediate program impact.	✓	✓	✓	✓	
g. Provide impact on total program.	✓	✓	✓	✓	
h. State any **corrective action.**	✓	✓	✓	✓	
i. Are commensurate with degree and severity of variance.	✓	✓	✓	✓	
2. Cost Variance Analysis:					
a. Is calculated according to the directed order.	✓		✓		
b. Properly fits the cost variance category.	✓		✓		

FORMAT H	BUDGET YEAR AND OUT YEAR PROGRAMS

CHECKLIST ITEM	REVIEW RESPONSIBILITY				REMARKS
	COMP	T&E	PA&E	R&E	
. **Program acquisition cost and escalation** applicable to budget year and balance to complete segments of CE are provided by **fiscal year** and the escalation amount is derived using the **OSD** rates as reflected in the program acquisition section.	✓		✓		
. Entries agree with the amounts reported in columns 5, 6, and 7 of Format E, Program Acquisition Cost.	✓		✓		
. Changes since previous report and changes in rates previously reported for prior fiscal years are clearly explained and footnoted.	✓		✓		

|FORMAT I| COST-QUANTITY CURVES

CHECKLIST ITEM	REVIEW RESPONSIB TY			REMARKS
	)E	&E	)E	
. **Total flyaway cost, including** bothnon-recurring and recurring costs, is displayed on his format; data tracks and reconciles to ormat **E of SAR.**	✓		'	
. **Where costs are separately** computed for ore than one end item of equipment, a ost-quantity curve for each end item is **rovided.** A cost-quantity curve for each hardware tern under. flyaway is also submitted, i.e., irframe, engine, and avionics, which make up an ircraft.	✓		'	
. **The cost-quantity** curve is a unit curve.	✓		'	
. **All axes and data** are clearly labeled.	✓		'	
. **Whenever there is** a change in flyaway cost or the program (excluding quantity changes) f 10% or more since the last curve **update, an** pdated curve is submitted.	✓		'	